



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-17, Procedures for Unit Personnel Accountability Report (AAA-162) Monthly Scrub by Agency

1. References:

- a. AR 25-400-2, The Army Records Information Management System (ARIMS).
- b. AR 600-8-6, Personnel Accounting and Strength Reporting.

2. This memorandum provides procedural guidelines on maintaining and accounting for all Soldiers assigned and attached to a specific organization and also to monitor Soldiers' duty status.

3. Procedures.

a. The agency representative will reconcile the unit strength with the AAA-162 report and annotates additions, departures, and duty status changes. The representative then verifies the reconciled report by signing the statement on the last page of AAA-162 report. Signature authority may be delegated to the Executive Officer, rankst Non-Commissioned Officer In Charge (NCOIC) or Civilian Personnel in charge.

b. The Personnel Automation Section (PAS) will submit the required transactions to update the report.

c. On the 15th of each month the PAS will ensure that all unit submissions are processed and will print and consolidate all the unit history copies of the AAA-162 under a signed memorandum. The memorandum will be addressed to the Records Holding Area (RHA) and filed IAW AR 25-400-2. Files will also include the following statement: "The enclosed AAA-162 reports reflect the status of Soldiers recorded in the SIDPERS database during the course of normal business of (name reporting activity),

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for the period (day, month, year) through (day, month, year). The AAA-162 provides a list of registered units supported by the PAS during that period.”

d. The PAS will hold AAA-162 unit history copies for the current year, then transfer them along with the above memorandum to the Records Holding Area (RHA). The RHA will hold these files for 12 months and then retire them to the National Personnel Record Center (NPRC) for permanent retention.

e. End-of-Month Reconciliation; an end-of-month AAA-162 will be done. If strength problems exist, PAS will require a weekly reconciliation. The agency representative will produce the AAA-162 reflecting current unit composition after identifying changes of unit strength, such as departures and arrivals. The agency representative will carry these reports to the PAS monthly at scheduled times.

(1) When units are out of balance in excess of two percent and cannot be reconciled, a Personnel Asset Inventory (PAI) will be conducted according to procedures in AR 600-8-6 and Paragraph 5-7.

(2) On the date an agency becomes temporarily without assigned or attached soldiers, a hard copy of the AAA-162 for that unit will be produced. A statement signed by the PAS chief, reflecting the zero strength, will be attached to the AAA-162.

(3) Agencies without assigned or attached Soldiers are not required to have AAA-162 reports printed until personnel are once again assigned or attached.

4. The proponent for this policy memorandum is the Personnel Automations Division, Military Personnel Service Center, (703) 602-0896.



D. J. Logan, Jr.
Chief, Military Personnel Division

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